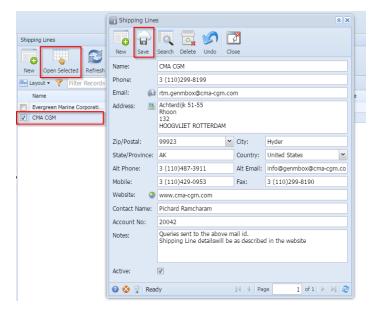
How to create a new record in Shipping Lines screen

Here are the steps on how to create a Forwarding Agent:

1. Go to Logistics module> Shipping Lines. If there's an existing option, Search Shipping Lines screen will open. Otherwise, New Shipping Lines screen will open automatically.

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- 2. If Search Shipping Lines screen opens, click on New button to open blank Shipping Lines screen.
- Enter the name, and other mandatory details in Shipping Lines screen and select the check box- 'Active'. The Shipping Lines will list in the transaction screen only if the Active check box in the Shipping Lines screen is selected.



4. Click on save button to save the record.

To edit an existing record.

- 5. Open an existing record.
- 6. Edit the required details and save.